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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, FI

DATE: 21 July 1953

FROM : Chief, General Services Office

SUBJECT: Records Survey of Records Integration Staff and Western Hemisphere Division

1. There is forwarded herewith ten (10) copies of the Records Survey conducted by a survey team consisting of [redacted] and [redacted], Chief, Records Services Division, General Services Office.

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2. As you are aware, this survey was conducted with some restrictions as to the examination of certain types of communications and review of actual file material. It is not believed, however, that these restrictions have in any way deterred the over-all concept of the survey with respect to an adequate records program for the DD/P. Our recommendations are sincere and objective. The savings are estimates only and may increase or decrease as experience indicates in accomplishing each installation, should the recommendations be adopted. Qualified representatives of the General Services Office will be available to discuss the findings and recommendations with you or your staff at your convenience.

3. To assist you in an evaluation of the findings and recommendations of the survey, it is recommended that you forward copies of the survey to each area division and staff activity under DD/P for review and comment. I believe that the results would be beneficial in connection with the evaluation of the survey itself and also of valuable assistance in determining the future direction of the records program and the requirements of the various DD/P activities.

4. I want to express my personal gratitude for the splendid cooperation which you and the personnel of the Western Hemisphere Division gave in assisting us in the completion of this survey.

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